



**Andy Beshear**  
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES**  
**OFFICE OF INSPECTOR GENERAL**

**Eric Friedlander**  
SECRETARY

**Melissa A. Moore, Director**  
Division of Regulated Child Care  
Eastern Branch  
455 Park Place, Suite 120A  
Lexington, KY 40511

**Adam Mather**  
INSPECTOR GENERAL

Phone: (859) 246-2301 Fax: (859) 246-2307  
<https://chfs.ky.gov/agencies/os/oig>

**Inspection Report**

<b>Provider Name:</b> Lyons, Jessica Nicole	<b>Provider Information</b>	<b>Certificate No:</b> C6983
<b>Provider Address:</b> 104 Stellar Lane, Nicholasville, KY, 40356	<b>Provider Type:</b> CERTIFIED	<b>Capacity:</b> 6

<b>Inspection Type:</b> Annual Inspection	<b>Inspection Information</b>	<b>Inspection No:</b> 10587
<b>Visit Start Date:</b> 07/16/2012 2:45 PM	<b>Visit End Date:</b> 07/16/2012 3:35 PM	
<b>No. of Children Enrolled:</b> 7	<b>No. of Children Present:</b> 6	

Inspection Report	
Supervision	
<b>68 - Outdoor Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> <b>(15) Each child in an outdoor play area shall be under the direct supervision of the provider or assistant.</b>	
<b>89 - General Supervision</b>	<b>In Compliance</b>
<b>922 KAR 2:100 - Section 10</b> <b>(36) A child who is not asleep shall be visually supervised.</b>	
General Administration	
<b>39 - Conditions for Revocation</b>	
<b>922 KAR 2:100 - Section 7</b> <b>(1) A family child-care home provider's certification shall be revoked if the provider:</b> <b>(a) Knowingly misrepresents or submits false information on the application or other form required by the cabinet or its designee;</b> <b>(b) Interferes with a cabinet representative's ability to perform an official duty;</b> <b>(c) Refuses, during the hours of operation, access by a parent or cabinet representative to:</b> <b>1. A child; or</b> <b>2. Space in the home used for child care;</b> <b>(d) Is convicted of a criminal charge that threatens the health, safety, or welfare of a child in care;</b> <b>(e) Is unable to operate a family child-care home due to a medical condition; or</b> <b>(f) Is unable to continue to meet the requirements of KRS 199.8982(1) or Sections 2, 3, and Sections 9 through 17 of this administrative regulation.</b>	
<b>1) Knowingly misrepresents/false information</b>	<b>In Compliance</b>
<b>2) Interference with Cabinet</b>	<b>In Compliance</b>
<b>3) Refuses access to child</b>	<b>In Compliance</b>
<b>4) Refuses access to space</b>	<b>In Compliance</b>
<b>5) Criminal conviction</b>	<b>In Compliance</b>
<b>6) Medical condition</b>	<b>In Compliance</b>
<b>7) Unable to meet requirements of regulation</b>	<b>In Compliance</b>
<b>46 - Unrelated Children</b>	<b>In Compliance</b>



**Inspection Report**

**922 KAR 2:100 - Section 9**

**(2) A provider shall not provide care for more unrelated children than the number authorized on the certificate of operation.**

**47 - Assistant Required For More Than 4 Infants**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(3) If the provider cares for more than four (4) infants, including the provider's own or related infants, the provider shall have an assistant present.**

**48 - Maximum of 6 Children Under 6 Years of Age**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(4) A provider shall not care for more than six (6) children under the age of six (6) years old, including the provider's own or related children.**

**49 - Total Capacity**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(5) The maximum number of unrelated children in the care of a certified family child-care home provider shall not exceed six (6) at any one (1) time. A provider may care for four (4) related children in addition to six (6) unrelated children for a maximum child care capacity of ten (10) at any one (1) time.**

**50 - Respite Requirement**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(6) If a provider operates the in-home child care business for twenty-four (24) consecutive hours, the provider shall:**

- (a) Receive an eight (8) hour period of respite after working sixteen (16) consecutive hours; and**
- (b) Employ an assistant during the period of respite.**

**52 - Assistant Requirements**

**922 KAR 2:100 - Section 9**

**(8) An assistant shall be:**

- (a) Eighteen (18) years of age or older;**
- (b) Under direct supervision of a provider;**
- (c) Used for providing care in a certified child-care home; and**
- (d) Used in the absence of the certified provider.**

**1) 18 years or older**

**In Compliance**

**2) Direct supervision**

**In Compliance**

**3) Provides care in the home**

**In Compliance**

**4) Used in the absence of the provider**

**In Compliance**

**75 - Alcohol/Controlled Substance/Smoking**

**922 KAR 2:100 - Section 10**

**(22) During hours of operation, the provider and other persons in the home shall:**

- (a) Be free of the influence of alcohol or a controlled substance, except for use of a controlled substance prescribed by a physician; and**
- (b) Prohibit smoking in the presence of children in care.**

**1) Free of the influence of alcohol or controlled substance**

**In Compliance**

**2) Smoking prohibited in the presence of children in care**

**In Compliance**

**76 - Assistant Present in Provider's Absence**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(23) During a provider's absence, an assistant shall be physically present at the home during hours of operation.**

**77 - Provider Has No Other Employment**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(24) A provider shall not be employed outside of the home during regular hours of operation.**

**87 - Overnight Care**

**Not Applicable**

**922 KAR 2:100 - Section 10**

**(34) If overnight care is provided, the caregiver shall:**

- (a) Remain awake until every child in care is asleep; and**
- (b) Sleep on the same floor level of the home as an infant or toddler.**

**1) Remains awake until every child is sleep**

**Not Applicable**

**2) Sleeps on same floor as infant/toddler**

**Not Applicable**

**90 - Off Premises Requirements**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(37) Except for a school-aged child whose parent has given written permission and whose whereabouts are known, a child shall not be permitted off the premises without the caregiver.**

**92 - Pick-Up Procedure**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 10**

- (39) A child shall be released from the family child-care home to:**
- (a) The child's custodial parent;**
  - (b) The person designated in writing by the parent to receive the child; or**
  - (c) In an emergency, a person designated over the telephone by the parent.**

**134 - Record Maintenance**

**In Compliance**

**922 KAR 2:100 - Section 16**

- (5) A certified family child-care home provider shall keep all records for five (5) years.**

**Provider Requirements**

**94 - Medical Emergency Notification**

**In Compliance**

**922 KAR 2:100 - Section 10**

- (41) A provider shall provide immediate notification of a medical emergency to the:**
- (a) Parent;**
  - (b) Person exercising custodial control; or**
  - (c) Family physician, if the parent or person exercising custodial control is unavailable.**

**96 - Provider Requirements**

**922 KAR 2:100 - Section 10**

- (43) The provider shall:**
- (a) Be able to recognize symptoms of childhood illnesses;**
  - (b) Be able to provide basic first aid;**
  - (c) Maintain a child care program that assures affirmative steps are taken to protect children from abuse or neglect pursuant to KRS 600.020(1); and**
  - (d) Maintain daily attendance records documenting the arrival and departure time of each child.**

**1) Able to recognize symptoms of childhood illnesses**

**In Compliance**

**2) Able to provide basic first aid**

**In Compliance**

**3) Abuse and neglect protocol**

**In Compliance**

**4) Maintains daily attendance records**

**In Compliance**

**130 - Confidentiality of Children's Records**

**In Compliance**

**922 KAR 2:100 - Section 16**

- (1) A certified family child-care home provider shall maintain the confidentiality of a child's records.**

**132 - Reporting Abuse and Neglect/Cabinet Access**

**922 KAR 2:100 - Section 16**

- (3) The provider shall:**
- (a) Report an incident of suspected child abuse or neglect pursuant to KRS 620.030(1); and**
  - (b) Provide the cabinet access and information in the completion of the investigation pursuant to KRS 620.030(3).**

**1) Reports incident of suspected abuse or neglect**

**In Compliance**

**2) Provides Cabinet access and information during an investigation**

**In Compliance**

**136 - Copy of Certification Standards for Parents**

**In Compliance**

**922 KAR 2:100 - Section 17**

- (2) Make available a copy of the certification standards to each parent;**

**137 - Cabinet Information Made Available to Parents**

**In Compliance**

**922 KAR 2:100 - Section 17**

- (3) Provide each parent with the name, address, and telephone number of the cabinet for the purpose of registering a complaint if the parent believes the family child-care home provider is not meeting the standards;**

**138 - Children/Parent Rights**

**922 KAR 2:100 - Section 17**

- (4) Post and provide to each parent a copy of children and parent rights, as required by KRS 199.898;**

**1) Posted**

**In Compliance**

**2) Copy provided to each parent**

**In Compliance**

**139 - Access to Home**

**922 KAR 2:100 - Section 17**

- (5) Allow a parent and the cabinet or its designee access to the family child-care home at any time a child is in care;**

**1) Parent allowed access**

**In Compliance**

**2) Cabinet/designee allowed access**

**In Compliance**

**142 - Parent/Family Activity**

**In Compliance**

**Inspection Report**

**922 KAR 2:100 - Section 17**

**(8) Coordinate at least one (1) annual activity involving parental or family participation; and**

**Provider Records**

**19 - Provider CPR/First Aid**

**922 KAR 2:100 - Section 2**

**(4) An applicant shall be currently certified by a agency approved in accordance with 922 KAR 2:240, Section 15 in infant and child;**

- (a) Cardiopulmonary resuscitation (CPR); and**
- (b) First aid.**

- 1) CPR** **In Compliance**
- 2) First Aid** **In Compliance**

**20 - Adult Living in Home/Assistant**

**Not Applicable**

**922 KAR 2:100 - Section 2**

**(5) An adult living in the home of the applicant and the applicant's assistant shall submit:**

**(a) To a criminal records check required by KRS 17.165 within a year prior to application by the Justice Cabinet or Administrative Office of the Courts;**

- 1) Adult in Home CRC** **Not Applicable**
- 2) Adult in Home CAN** **Not Applicable**
- 3) Adult in Home TB** **Not Applicable**
- 4) Assistant CRC** **Not Applicable**
- 5) Assistant CAN** **Not Applicable**
- 6) Assistant TB** **Not Applicable**

**24 - Provider Training Requirements**

**922 KAR 2:100 - Section 2**

**(9) Within three (3) months of submission to the cabinet of a complete OIG-RCC-4, an applicant shall:**

- (a) Demonstrate completion of six (6) hours of cabinet-approved training in accordance with KRS 199.8982(1)(a)6; and**
- (b) Develop and implement a written plan for obtaining nine (9) hours of annual cabinet-approved training as required in Section 9(1) of this administrative regulation.**

- 1) Orientation** **In Compliance**
- 2) Develop/implement Written Plan** **In Compliance**

**45 - Provider Annual Training**

**In Compliance**

**922 KAR 2:100 - Section 9**

**(1) The provider shall complete annually at least nine (9) hours of cabinet-approved child development training beginning with the second year of operation.**

**51 - Assistant CPR/FA, if applicable**

**Not Applicable**

**922 KAR 2:100 - Section 9**

**(7) Prior to being left alone with a child, an assistant shall be certified by a cabinet-approved agency in infant and child:**

- (a) CPR; and**
- (b) First aid.**

- 1) CPR** **Not Applicable**
- 2) First Aid** **Not Applicable**

**53 - Assistant Training Requirements, if applicable**

**Not Applicable**

**922 KAR 2:100 - Section 9**

**(9) An assistant used in the absence of the family child-care home provider in excess of fourteen (14) calendar days during a one (1) year period shall demonstrate completion of at least nine (9) hours of cabinet-approved training in:**

- (a) Basic health, safety, and sanitation;**
- (b) Recognizing and reporting child abuse;**
- (c) Developmentally-appropriate child care practice; and**
- (d) Early care and education.**

- 1) Nine hours** **Not Applicable**
- 2) Training from approved list** **Not Applicable**

**Inspection Report**

**Programming**

**63 - Television/Video Viewing**

**922 KAR 2:100 - Section 10**

**(10) Television or video viewing by a child shall be limited to:**

- (a) Two (2) hours daily;**
- (b) The planned program activities; and**
- (c) Developmentally-appropriate child-related content, as designated by standardized content guidelines.**

**1) 2-hour limit daily**

**In Compliance**

**2) Planned program**

**In Compliance**

**3) Developmentally-appropriate content**

**In Compliance**

**91 - Corporal Discipline**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(38) Use of corporal physical discipline shall be prohibited, pursuant to KRS 199.896(18).**

**140 - Parent Communication**

**922 KAR 2:100 - Section 17**

**(6) Communicate with each child's parent about the child's:**

- (a) Development;**
- (b) Activities;**
- (c) Likes; and**
- (d) Dislikes;**

**1) Child's development**

**In Compliance**

**2) Child's activities**

**In Compliance**

**3) Child's likes**

**In Compliance**

**4) Child's dislikes**

**In Compliance**

**Premises**

**54 - Home/Play Area Requirements**

**922 KAR 2:100 - Section 10**

**(1) The provider's home and each play area used for child care shall:**

- (a) Be free from risk of harm in accordance with the requirements of this administrative regulation; and**
- (b) Have adequate:**
  - 1. Heating and cooling;**
  - 2. Light; and**
  - 3. Ventilation.**

**1) Free from risk of harm**

**In Compliance**

**2) Adequate heating**

**In Compliance**

**3) Adequate cooling**

**In Compliance**

**4) Adequate light**

**In Compliance**

**5) Adequate ventilation**

**In Compliance**

**55 - Floor Level Requirements**

**922 KAR 2:100 - Section 10**

**(2) Each floor level used for child care shall have at least one (1):**

- (a) Unblocked exit to the outside;**
- (b) Smoke detector;**
- (c) Fire extinguisher; and**
- (d) Carbon monoxide detector if the home:**
  - 1. Uses fuel burning appliances; or**
  - 2. Has an attached garage.**

**1) Unblocked exit**

**In Compliance**

**2) Smoke detector**

**In Compliance**

**3) Fire extinguisher**

**In Compliance**

**4) Carbon monoxide detector**

**In Compliance**

**56 - 2 Unblocked Exits**

**In Compliance**

**922 KAR 2:100 - Section 10**

**(3) A new applicant or a provider who changes location shall have at least two (2) unblocked exits to the outside on each floor level used for child care.**

Inspection Report

57 - Harmful Items Inaccessible

922 KAR 2:100 - Section 10

(4) The areas of the home that are accessible to children in care shall be free from items harmful to children including the following items:

- (a) Cleaning supplies, poisons, paints, and insecticides;
- (b) Knives, scissors, and sharp objects;

- 1) Cleaning supplies In Compliance
- 2) Knives, scissors, sharp objects In Compliance
- 3) Power tools, lawn mowers, hand tools, nails, other equipment In Compliance
- 4) Matches, cigarettes, lighters, combustibles, flammable liquids In Compliance
- 5) Alcoholic beverages In Compliance
- 6) Plastic bags In Compliance
- 7) Litter, rubbish In Compliance

58 - Guns/Ammunition

922 KAR 2:100 - Section 10

(5) Guns and ammunition shall be stored away from the presence of children, in separate locked containers, which, in order to be opened, require a:

- (a) Key; or
- (b) Combination.

- 1) Stored away from the presence of children In Compliance
- 2) Stored in separate, locked containers In Compliance
- 3) Gun container requires key or combination In Compliance
- 4) Ammunition container requires key or combination In Compliance

59 - Covered Outlets

922 KAR 2:100 - Section 10

(6) Electrical outlets not in use shall be covered.

In Compliance

60 - Fan/Furnace/Heater/Fireplace

922 KAR 2:100 - Section 10

(7) An electric fan, floor furnace, or freestanding heater or fireplace shall:

- (a) Be out of the reach of a child; or
- (b) Have a safety guard to protect a child from injury.

- 1) Electric fan In Compliance
- 2) Floor furnace In Compliance
- 3) Freestanding heater In Compliance
- 4) Fireplace In Compliance

61 - Telephone/Emergency Numbers Posted

922 KAR 2:100 - Section 10

(8) The home shall have:

(a) At least one (1) working land-line, unless the cabinet has been notified that the telephone is temporarily out of service telephone on each level used for child care with a residential or commercial line; and

(b) A list of emergency numbers posted by each telephone, including numbers for the:

- 1. Police;
- 2. Fire station;
- 3. Emergency medical care and rescue squad; and
- 4. Poison control center.

- 1) Land-line telephone In Compliance
- 2) Police number posted In Compliance
- 3) Fire Station number posted In Compliance
- 4) EMS number posted In Compliance
- 5) Poison Control number posted In Compliance

64 - Stairs/Steps

922 KAR 2:100 - Section 10

(11) Stairs and steps used for children in care shall be:

- (a) Solid;
- (b) Safe; and
- (c) Railed.

- 1) Solid In Compliance



**Inspection Report**

2) Safe **In Compliance**  
3) Railed **In Compliance**

**65 - Stairs Blocked, if applicable** **In Compliance**

922 KAR 2:100 - Section 10  
(12) If an infant or toddler is in the care of a provider, indoor stairs with more than two (2) steps shall be blocked.

**66 - 35 Square Feet**

922 KAR 2:100 - Section 10  
(13) Exclusive of the bathroom and storage area, an indoor area, including furnishings, used for child care shall contain at least thirty-five (35) square feet per child for:  
(a) Play; and  
(b) Activities that meet the developmental needs of the children in care.

1) For play **In Compliance**

2) For developmentally appropriate activities **In Compliance**

**78 - Condition of Home**

922 KAR 2:100 - Section 10  
(25) The home shall:  
(a) Be clean;  
(b) Be uncluttered;  
(c) Be free of insects and rodents;  
(d) Have a water supply that is:  
1. Potable;  
2. Adequate; and  
3. From an approved public water supply; and  
(e) Have bathrooms, including toilets, sinks, and potty chairs that are:  
1. Sanitary; and  
2. In good working condition.

1) Clean **In Compliance**

2) Uncluttered **In Compliance**

3) Free of insects/rodents **In Compliance**

4) Water supply is potable **In Compliance**

5) Water supply is adequate **In Compliance**

6) Water supply is from approved source **In Compliance**

7) Bathrooms, toilets, sinks, potty chairs are sanitary **In Compliance**

8) Bathrooms, toilets, sinks, potty chairs are in good working condition **In Compliance**

**84 - Openings Screened**

922 KAR 2:100 - Section 10  
(31) Windows, doors, and outer openings shall be screened to prevent the entrance of vermin.

1) Windows **In Compliance**

2) Doors **In Compliance**

3) Outer openings **In Compliance**

**85 - Garbage Stored Appropriately**

922 KAR 2:100 - Section 10  
(32) Indoor and outdoor garbage shall be stored in a waterproof container with a tight-fitting cover.

1) Indoor/waterproof container/tight-fitting cover **In Compliance**

2) Outdoor/waterproof container/tight-fitting cover **In Compliance**

**95 - Sick Child Area**

922 KAR 2:100 - Section 10  
(42) A quiet, separate area that is easily supervised shall be provided for a child too sick to remain with other children.

**97 - Toilet Room**

922 KAR 2:100 - Section 11  
(1) A toilet room shall:  
(a) Have an adequate supply of toilet paper; and  
(b) Be cleaned and sanitized daily.

1) Adequate supply of toilet paper **In Compliance**

2) Cleaned and sanitized daily **In Compliance**



**Inspection Report**

**98 - Sink**

**922 KAR 2:100 - Section 11**

- (2) A sink shall be;**
- (a) Located in or immediately adjacent to toilets;**
  - (b) Equipped with hot and cold running water that allows for hand washing;**
  - (c) Equipped with hot water no more than 110 degrees Fahrenheit;**
  - (d) Equipped with liquid soap and single use, disposable hand drying material;**
  - (e) Equipped with an easily cleanable, covered waste receptacle; and**
  - (f) Immediately adjacent to a changing area used for infants and toddlers.**

- |   |                      |
|---|----------------------|
| <b>1) In or immediately adjacent to toilets</b>                               | <b>In Compliance</b> |
| <b>2) Equipped with hot and cold running water</b>                            | <b>In Compliance</b> |
| <b>3) Hot water is no more than 110 degrees Fahrenheit</b>                    | <b>In Compliance</b> |
| <b>4) Equipped with liquid soap and paper towels</b>                          | <b>In Compliance</b> |
| <b>5) Equipped with an easily cleanable, covered waste can</b>                | <b>In Compliance</b> |
| <b>6) Immediately adjacent to changing area used for infants and toddlers</b> | <b>In Compliance</b> |

**99 - Toilet**

**922 KAR 2:100 - Section 11**

- (3) Each toilet shall:**
- (a) Be kept in clean condition;**
  - (b) Be kept in good repair;**
  - (c) Be in a lighted room; and**
  - (d) Have ventilation.**

- |                             |                      |
|-----------------------------|----------------------|
| <b>1) Clean</b>             | <b>In Compliance</b> |
| <b>2) Good repair</b>       | <b>In Compliance</b> |
| <b>3) Well lighted room</b> | <b>In Compliance</b> |
| <b>4) Ventilation</b>       | <b>In Compliance</b> |

**Hygienic Practices**

**79 - Child Handwashing**

**922 KAR 2:100 - Section 10**

- (26) A child shall wash hands with liquid soap and warm running water:**
- (a) Before and after eating or handling food;**
  - (b) After toileting or diaper change;**
  - (c) After handling animals;**
  - (d) After wiping or blowing nose;**
  - (e) After touching items soiled with body fluids or waste; and**
  - (f) After outdoor and indoor play time.**

- |   |                      |
|---|----------------------|
| <b>1) Before and after eating or handling food</b>              | <b>In Compliance</b> |
| <b>2) After toileting or diaper change</b>                      | <b>In Compliance</b> |
| <b>3) After handling animals</b>                                | <b>In Compliance</b> |
| <b>4) After wiping or blowing nose</b>                          | <b>In Compliance</b> |
| <b>5) After touching items soiled with body fluids or waste</b> | <b>In Compliance</b> |
| <b>6) After outdoor and indoor play time</b>                    | <b>In Compliance</b> |



**Inspection Report**

**80 - Adult Handwashing/Items not Shared**

922 KAR 2:100 - Section 10  
(27) The provider and an assistant shall:  
(a) Wash hands with liquid soap and warm running water:  
1. Before and after diapering a child;  
2. Before and after feeding a child;  
3. After toileting or assisting a child with toileting;  
4. After handling animals;  
5. Before dispensing medication;  
6. After caring for a sick child; and  
7. After wiping or blowing a child's or own nose.  
(b) Assure that a child shall not share:  
1. Cups;  
2. Eating utensils;  
3. Wash cloths;  
4. Towels; and  
5. Toiletry items.

- 1) Before and after diapering a child In Compliance
- 2) Before and after feeding a child In Compliance
- 3) After toileting or assisting a child with toileting In Compliance
- 4) After handling animals In Compliance
- 5) Before dispensing medication In Compliance
- 6) After caring for a sick child In Compliance
- 7) After wiping or blowing a child's or own nose In Compliance
- 8) Children do not share cups In Compliance
- 9) Children do not share eating utensils In Compliance
- 10) Children do not share wash cloths In Compliance
- 11) Children do not share towels In Compliance
- 12) Children do not share toiletry items In Compliance

**100 - Toilet Training**

922 KAR 2:100 - Section 11  
(4) Toilet training shall be coordinated with the child's parent.

**101 - Clean Diapers/Clothing**

922 KAR 2:100 - Section 11  
(5) An adequate quantity of freshly laundered or disposable diapers and clean clothing shall be available.

- 1) Extra Diapers In Compliance
- 2) Clean Clothing In Compliance

**103 - Soiled Diapers/Clothing**

922 KAR 2:100 - Section 11  
(7) Diapers or clothing shall be:  
(a) Changed when soiled or wet;  
(b) Stored in a covered leak proof container temporarily; and  
(c) Washed or disposed of at least once a day.

- 1) Changed when soiled or wet In Compliance
- 2) Temporarily stored in a covered container In Compliance
- 3) Washed or disposed of at least once daily In Compliance

**105 - Diapering/Handwashing Procedure**

922 KAR 2:100 - Section 11  
(9) If a child is being diapered the child shall:  
(a) Not be left unattended; and  
(b) Be placed on a surface that is:  
1. Clean;  
2. Padded;  
3. Free of holes, rips, tears, or other damage;  
4. Nonabsorbent;  
5. Easily cleaned; and  
6. Free of items not used for diaper changing.

- 1) Child is not left unattended In Compliance



**Inspection Report**

- 2) Surface is clean **In Compliance**
- 3) Surface is padded **In Compliance**
- 4) Surface is free of holes, tears, rips or other damage **In Compliance**
- 5) Surface is nonabsorbent **In Compliance**
- 6) Surface is easily cleaned **In Compliance**
- 7) Surface is free of items not used for diapering **In Compliance**

**106 - Individual Disposable Cloths** **In Compliance**

922 KAR 2:100 - Section 11  
(10) Unless prescribed by a physician, individual disposable washcloths shall be used to thoroughly clean the affected area of the child.

**107 - Diapering Surface Disinfected** **In Compliance**

922 KAR 2:100 - Section 11  
(11) Staff shall disinfect the diapering surface after each child is diapered.

**108 - Use of Gloves** **In Compliance**

922 KAR 2:100 - Section 11  
(12) If staff wear disposable gloves, the gloves shall be changed and disposed of after each child is diapered.

**First Aid/Medication**

**118 - Medication Locked** **In Compliance**

922 KAR 2:100 - Section 13  
(1) Medication, including medicine that requires refrigeration, shall be stored in a locked container or area with a lock.

**119 - Prescription Medication Administration** **Not Applicable**

922 KAR 2:100 - Section 13  
(2) Prescription medication shall not be administered to a child in care, without a daily written request of the parent.

**120 - Nonprescription Medication Administration** **Not Applicable**

922 KAR 2:100 - Section 13  
(3) Nonprescription medication:  
(a) May be given to a child only with the written daily request of the:  
1. Parent; or  
2. Person exercising custodial control of the child; and  
(b) Shall be administered according to the instructions on the label.

1) Written daily permission **Not Applicable**

2) Administered according to instructions on the label **Not Applicable**

**121 - Medication** **Not Applicable**

922 KAR 2:100 - Section 13  
(4) Medications shall be:  
(a) Labeled; and  
(b) Administered according to directions.

1) Labeled **Not Applicable**

2) Administered according to directions **Not Applicable**

**122 - First Aid**

922 KAR 2:100 - Section 13  
(5) The provider shall:  
(a) Maintain first aid supplies that are easily accessible for use in an emergency, and these supplies shall be inaccessible to the children in care; and  
(b) Wash superficial wounds with soap and water before bandaging.

1) Supplies are maintained **In Compliance**

2) Supplies are easily accessible for use **In Compliance**

3) Supplies are inaccessible to children **In Compliance**

4) Superficial wounds are washed with soap and water before bandaging **In Compliance**



**Inspection Report**

**123 - First Aid Supplies**

**922 KAR 2:100 - Section 13**

**(6) First aid supplies shall include a fully-equipped first aid kit containing the following nonexpired items:**

- (a) Liquid soap;**
- (b) Adhesive bandages;**
- (c) Sterile gauze;**
- (d) Medical tape;**
- (e) Scissors;**
- (f) Thermometer;**
- (g) Flashlight;**
- (h) Cold pack;**
- (i) First-aid book;**
- (j) Disposable gloves; and**
- (k) CPR mouthpiece.**

- |                              |                      |
|------------------------------|----------------------|
| <b>1) Nonexpired items</b>   | <b>In Compliance</b> |
| <b>2) Liquid soap</b>        | <b>In Compliance</b> |
| <b>3) Adhesive bandages</b>  | <b>In Compliance</b> |
| <b>4) Sterile gauze</b>      | <b>In Compliance</b> |
| <b>5) Medical tape</b>       | <b>In Compliance</b> |
| <b>6) Scissors</b>           | <b>In Compliance</b> |
| <b>7) Thermometer</b>        | <b>In Compliance</b> |
| <b>8) Flashlight</b>         | <b>In Compliance</b> |
| <b>9) Cold pack</b>          | <b>In Compliance</b> |
| <b>10) First-aid book</b>    | <b>In Compliance</b> |
| <b>11) Disposable gloves</b> | <b>In Compliance</b> |
| <b>12) CPR mouthpiece</b>    | <b>In Compliance</b> |

**Outdoor Play Area**

**67 - Outdoor Area Safe In Compliance**

**922 KAR 2:100 - Section 10**

**(14) An outdoor play area shall be free of unavoidable danger or risk.**

**69 - Stationary Play Equipment**

**922 KAR 2:100 - Section 10**

**(16) Outdoor stationary play equipment shall be:**

- (a) Securely anchored;**
- (b) Developmentally appropriate;**
- (c) Age appropriate; and**
- (d) Safe.**

- |                                       |                      |
|---------------------------------------|----------------------|
| <b>1) Securely anchored</b>           | <b>In Compliance</b> |
| <b>2) Developmentally appropriate</b> | <b>In Compliance</b> |
| <b>3) Age appropriate</b>             | <b>In Compliance</b> |
| <b>4) Safe</b>                        | <b>In Compliance</b> |

**71 - Swimming Pool Not Applicable**

**922 KAR 2:100 - Section 10**

**(18) A swimming pool on the premises shall:**

- (a) Be maintained;**
- (b) Have a water filtering system;**
- (c) Be supervised when in use; and**
- (d) Be inaccessible to children when not in use.**

- |  |                       |
|--|-----------------------|
| <b>1) Maintained</b>                               | <b>Not Applicable</b> |
| <b>2) Has a water filtering system</b>             | <b>Not Applicable</b> |
| <b>3) Supervised when in use</b>                   | <b>Not Applicable</b> |
| <b>4) Inaccessible to children when not in use</b> | <b>Not Applicable</b> |

Inspection Report

72 - Above-Ground Pool

Not Applicable

922 KAR 2:100 - Section 10

(19) An above-ground pool shall have:

- (a) A stationary wall no less than four (4) feet tall; and
- (b) Hand holds or foot holds that are inaccessible when the pool is not in use.

1) Stationary wall is at least 4 feet tall

Not Applicable

2) Hand/foot holds are inaccessible when not in use

Not Applicable

Equipment

62 - Equipment and Toys

922 KAR 2:100 - Section 10

(9) Equipment and toys shall be:

- (a) Designated by the manufacturer as developmentally appropriate to the age of children in care;
- (b) In sufficient quantity for the number of children in care; and
- (c) Safe, sound, clean, and in good repair.

1) Developmentally appropriate

In Compliance

2) Sufficient quantity

In Compliance

3) Safe, sound, clean, and in good repair

In Compliance

70 - Trampoline

Not Applicable

922 KAR 2:100 - Section 10

(17) A trampoline shall not be accessible to a child in the care of a provider.

86 - Rest Time Requirements

922 KAR 2:100 - Section 10

(33) Adequate space shall be provided at rest-time for each child in care more than four (4) hours:

- (a) Rest-time area shall be comfortable, clean, safe, and in good repair.
- (b) An individual bed, crib, play pen, two (2) inch thick waterproof mat, or cot with comfortable, clean, safe bedding shall be provided for each child.
- (c) A crib or play pen shall meet the Consumer Products Safety Commission Standards established in 16 C.F.R. 1508-1509.
- (d) Individual linens shall be:
  - 1. Provided for each child; and
  - 2. Changed:
    - a. At least weekly; or
    - b. If soiled or wet, immediately.

1) Adequate space

In Compliance

2) Area is comfortable, clean, safe, and in good repair

In Compliance

3) Individual bed, crib, play pen, 2-inch thick mat, or cot is provided

In Compliance

4) Comfortable, clean, safe bedding

In Compliance

5) Crib/play pen meets CPSC standards

In Compliance

6) Individual linens are provided

In Compliance

7) Linens changed weekly/immediately, if soiled or wet

In Compliance

102 - Toilet Training Chair

922 KAR 2:100 - Section 11

(6) If a toilet training chair is used, the chair shall be:

- (a) Emptied promptly; and
- (b) Sanitized after each use.

1) Emptied promptly

In Compliance

2) Sanitized after each use

In Compliance

**Inspection Report**

**Transportation**

**127 - Policies and Procedures**

**922 KAR 2:100 - Section 15**

- (1) If transportation is provided or arranged by the certified family child-care home provider, the provider shall:
- (a) Have written permission from a parent to transport his or her child;
  - (b) Have a car or van equipped with seat belts;
  - (c) Require that a child:
    - 1. Be restrained in an appropriate safety seat meeting federal motor vehicle safety standards in 49 C.F.R. 571.213;
    - 2. Remain seated while the vehicle is in motion; and
    - 3. If under thirteen (13) years of age, be transported in the back seat;
  - (d) Have a valid driver's license issued by the Division of Motor Vehicles;
  - (e) Have emergency and identification information about each child in the vehicle if children are being transported; and
  - (f) Conform to state laws pertaining to vehicles, drivers license, and insurance pursuant to KRS 186.020.

- 1) Parent permission In Compliance
- 2) Vehicle equipped with seat belts In Compliance
- 3) Appropriate car safety seats In Compliance
- 4) Children remain seated In Compliance
- 5) Children under 13 ride in the back seat In Compliance
- 6) Valid driver's license In Compliance
- 7) Emergency/identifying information for each child in vehicle In Compliance
- 8) Registration and insurance In Compliance

**128 - Child Not Left Unattended**

**In Compliance**

**922 KAR 2:100 - Section 15**

- (2) A child shall not be left unattended in a vehicle.

**129 - Pick-Up Truck**

**In Compliance**

**922 KAR 2:100 - Section 15**

- (3) The back of a pickup truck shall not be used to transport a child.

**Food Service**

**81 - Refrigerator**

**922 KAR 2:100 - Section 10**

- (28) The refrigerator shall:
- (a) Be in working order; and
  - (b) Maintain product temperature at or below forty-five (45) degrees Fahrenheit.

- 1) Working In Compliance
- 2) Temp is 45 degrees F or below In Compliance

**82 - Freezer At Zero Degrees Fahrenheit**

**In Compliance**

**922 KAR 2:100 - Section 10**

- (29) Except if thawed for preparation or use, frozen food shall be kept at a temperature of zero degrees Fahrenheit as verified by a thermometer in the freezer.

**83 - Bottle-Feeding**

**922 KAR 2:100 - Section 10**

- (30) While bottle-feeding an infant, the:
- (a) Child shall be held; and
  - (b) Bottle shall not be:
    - 1. Propped;
    - 2. Left in the mouth of a sleeping infant; or
    - 3. Heated in a microwave.

- 1) Child is held In Compliance
- 2) Bottle is not propped In Compliance
- 3) Bottle is not left in the mouth of a sleeping infant In Compliance
- 4) Bottle is not heated in microwave In Compliance

**Inspection Report**

**109 - Sanitary Preparation/Storage of Food**

922 KAR 2:100 - Section 12

(1) The provider and assistant shall:

- (a) Use sanitary procedures when preparing and serving food;
- (b) Refrigerate perishable food and beverages; and
- (c) Serve milk or milk products that are pasteurized.

1) Sanitary procedures used when serving/preparing food

In Compliance

2) Perishable food/beverages are refrigerated

In Compliance

3) Pasteurized milk/milk products are served

In Compliance

**110 - Meal Quantity and Types**

922 KAR 2:100 - Section 12

(2) Meals shall:

- (a) Be served in an amount appropriate to the age of the child; and
- (b) Include appropriate types of food according to the age of the child.

1) Age appropriate amounts

In Compliance

2) Age appropriate types

In Compliance

**111 - Breakfast**

922 KAR 2:100 - Section 12

(3) Breakfast shall include:

- (a) Milk;
- (b) Bread; and
- (c) Fruit, vegetable, or 100 percent juice.

1) Milk

In Compliance

2) Bread

In Compliance

3) Fruit, vegetable, or 100% juice

In Compliance

**112 - Snack (2 of 4 components: milk; protein; fruit, vegetable, or 100% juice; bread)**

In Compliance

922 KAR 2:100 - Section 12

(4) A snack shall include two (2) of the following:

- (a) Milk;
- (b) Protein source;
- (c) Fruit, vegetable, or 100 percent juice; or
- (d) Bread.

**113 - Lunch/Dinner**

922 KAR 2:100 - Section 12

(5) Lunch and dinner shall include:

- (a) Milk;
- (b) Protein source;
- (c) Two (2) vegetables or one (1) fruit and one (1) vegetable; and
- (d) Bread.

1) Milk

In Compliance

2) Protein

In Compliance

3) Two vegetables or one fruit and one vegetable

In Compliance

4) Bread

In Compliance

**114 - Weekly Menu**

922 KAR 2:100 - Section 12

(6) A weekly menu shall be:

- (a) Prepared;
- (b) Dated;
- (c) Posted in a conspicuous place;
- (d) Kept on file for thirty (30) calendar days.

1) Prepared

In Compliance

2) Dated

In Compliance

3) Posted

In Compliance

4) Kept on File for 30 days

In Compliance

**115 - Substitutions Noted on Menu**

In Compliance

922 KAR 2:100 - Section 12

(7) Substitutions to a posted weekly menu shall be noted on the day the meal is served.

**Inspection Report**

**116 - Bottle Preparation By Parent, if applicable**

**922 KAR 2:100 - Section 12**

**(8) Unless provided as part of the fee for child care or the provider is a participant in the food program, an infant's formula shall be prepared, labeled, and provided by the parent.**

- (a) Prepared;**
- (b) Labeled; and**
- (c) Provided by the parent.**

- 1) Prepared** **In Compliance**
- 2) Labeled** **In Compliance**
- 3) Provided by parent** **In Compliance**

**117 - Bottles**

**922 KAR 2:100 - Section 12**

**(9) Each child's bottle shall be:**

- (a) Labeled;**
- (b) Covered; and**
- (c) Refrigerated.**

- 1) Labeled** **In Compliance**
- 2) Covered** **In Compliance**
- 3) Refrigerated** **In Compliance**

**Children's Records**

**93 - Record Requirement**

**922 KAR 2:100 - Section 10**

**(40) To assure a healthy environment, the provider shall maintain a:**

**(a) Current immunization certificate for each child within thirty (30) days of enrollment, unless an attending physician or parent objects to the immunization of a child pursuant to KRS 214.036;**

**(b) Written record:**

- 1. Completed and signed by the child's parent; and**
- 2. Retained on file on the first day the child attends, to include:**
  - a. The child's name, address, and date of birth;**
  - b. The name of each individual to whom the child may be released;**
  - c. The general status of the child's health;**
  - d. Allergies or restrictions on the child's participation in activities, with specific instructions from the child's parent or physician;**
  - e. The name and phone number of each person to be contacted in an emergency situation;**
  - f. The name and phone number of the child's physician and preferred hospital; and**
  - g. Authorization by the parent for the provider to seek emergency medical care in the parent's absence.**

- 1) Current immunization certificate** **In Compliance**
- 2) Record completed and signed by parent** **In Compliance**
- 3) Record retained on file on child's first day of attendance** **In Compliance**
- 4) Record includes child's name, address, date of birth** **In Compliance**
- 5) Record includes name of individual to whom child may be released** **In Compliance**
- 6) Record includes general status of child's health** **In Compliance**
- 7) Record includes allergies or restrictions of activities** **In Compliance**
- 8) Record includes emergency contacts** **In Compliance**
- 9) Record includes name and phone number of the child's physician/preferred hospital** **In Compliance**
- 10) Record includes authorization for emergency medical care** **In Compliance**

**143 - Written Child Care Agreement/Approved Pick-Up List** **In Compliance**

**922 KAR 2:100 - Section 17**

**(9) Maintain a written child care agreement with each child's parent, including the name of each person designated by the parent to pick up the child.**

Inspection Report

Written Documentation

17 - Application Requirements

922 KAR 2:100 - Section 2

(2) An applicant for certification shall:

- (a) Be at least eighteen (18) years of age;
- (b) Submit within ninety (90) days of initiation of the application process:
  - 1. A completed OIG-RCC-4, Application for Certified Family Child Care Home;
  - 2. A completed OIG-RCC-6, Self-Check List;
  - 3. A nonrefundable certification fee pursuant to KRS 199.8982(1)(b);
  - 4. Written documentation from the local authority showing the child-care home is in compliance with local zoning requirements;
  - 5. Documentation of the requirements of KRS 199.8982(1)(a)1 through 3 and 5;
  - 6. A OIG-RCC-5, Central Registry Check, to complete a child abuse or neglect check in accordance with 922 KAR 1:470; and
  - 7. A completed criminal records check for the previous state of residence if the applicant has resided outside the state of Kentucky in the last five (5) years; and
- (c) Obtain commercial liability insurance of at least \$50,000 per occurrence.

- 1) Zoning In Compliance
- 2) Out of state background In Compliance
- 3) Liability insurance In Compliance

73 - Fire/Tornado Drills

922 KAR 2:100 - Section 10

(20) A fire and tornado drill shall be conducted during hours of operation:

- (a) At least monthly; and
- (b) Documented.

- 1) Conducted during hours of operation In Compliance
- 2) Monthly fire drills In Compliance
- 3) Fire drills documented In Compliance
- 4) Monthly tornado drills In Compliance
- 5) Tornado drills documented In Compliance

74 - Earthquake Drills

922 KAR 2:100 - Section 10

(21) An earthquake drill shall be conducted during hours of operation:

- (a) At least quarterly; and
- (b) Documented.

- 1) Conducted during hours of operation In Compliance
- 2) Quarterly drills In Compliance
- 3) Documented In Compliance

133 - Attendance Records

922 KAR 2:100 - Section 16

(4) A certified family child-care home provider shall keep a written daily record of the times a child arrives and departs.

- 1) Arrival times documented In Compliance
- 2) Departure times documented In Compliance

135 - Policies

922 KAR 2:100 - Section 17

The certified family child-care home provider shall:

- (1) Develop written information that specifies the:
  - (a) Rate for child care;
  - (b) Expected frequency of payment for the program;
  - (c) Hours of operation; and
  - (d) Policy regarding:
    - 1. Late fees;
    - 2. Holidays;
    - 3. Vacation;
    - 4. Illness; and
    - 5. Emergency pick up;

- 1) Rate for child care In Compliance
- 2) Expected frequency of payment In Compliance
- 3) Hours of operation In Compliance
- 4) Late fees In Compliance





**Inspection Report**

5) Holidays	In Compliance
6) Vacation	In Compliance
7) Illness	In Compliance
8) Emergency pick-up	In Compliance

**Posted Documentation**

<b>25 - Certificate Posted</b>	<b>In Compliance</b>
--------------------------------	----------------------

**922 KAR 2:100 - Section 2**  
**(10) The family child-care home certificate shall:**  
**(a) Be displayed in a prominent place, as required by KRS 199.8982(1)(c);**  
**(b) Contain the:**  
**1. Name and address of the child care provider;**  
**2. Maximum number of unrelated children who may be served;**  
**3. Identification number; and**  
**4. Effective and expiration date; and**  
**(c) Be valid for only the:**  
**1. Name of the individual authorized on the certificate to operate a family child child-care; and**  
**2. Residential address printed on the certificate.**

<b>88 - Daily Routine Plan</b>	
--------------------------------	--

**922 KAR 2:100 - Section 10**  
**(35) A written and posted routine plan shall be established for daily:**  
**(a) Activity;**  
**(b) Opportunity for outdoor play; and**  
**(c) Reading.**

1) Written and posted	In Compliance
2) Includes activity	In Compliance
3) Includes opportunity for outdoor play	In Compliance
4) Includes reading	In Compliance

<b>104 - Diapering/Handwashing Procedures</b>	<b>In Compliance</b>
---	----------------------

**922 KAR 2:100 - Section 11**  
**(8) The proper methods of diapering and hand-washing shall be posted at each diaper changing area.**

<b>141 - Posting Requirements</b>	
-----------------------------------	--

**922 KAR 2:100 - Section 17**  
**(7) Post in a prominent area in the home:**  
**(a) The staff to child ratios described in Section 9 of this administrative regulation;**  
**(b) The planned program of activities;**  
**(c) Each statement of deficiency issued by the cabinet during the current certification period;**  
**(d) Each plan of correction submitted by the certified family child-care home to the cabinet during the current certification period; and**  
**(e) Daily schedule including any trips outside the family child-care home;**

1) Staff to child ratios	In Compliance
2) Planned program of activities	In Compliance
3) SOD	In Compliance
4) POC	In Compliance
5) Daily schedule	In Compliance

**Animals**

<b>124 - Supervised/Vaccinated</b>	
------------------------------------	--

**922 KAR 2:100 - Section 14**  
**(1) Animals shall be:**  
**(a) Supervised by an adult if in the presence of children in care; and**  
**(b) Certified as properly vaccinated against rabies.**

1) Supervised	In Compliance
2) Vaccinated	In Compliance

<b>125 - Parent Notification</b>	<b>In Compliance</b>
----------------------------------	----------------------

**922 KAR 2:100 - Section 14**  
**(2) A parent shall be notified in writing if a child has been bitten or scratched by an animal.**

<b>126 - Prohibited Animals</b>	<b>In Compliance</b>
---------------------------------	----------------------



**Inspection Report**

**922 KAR 2:100 - Section 14**

**(3) Animals that are considered undomesticated, wild, or exotic shall not be allowed in a family child-care home.**

---

Signature of  
Provider/Representative

Title

Date